



Osceola County

Community Grants Program Specialist I

SALARY	\$20.56 Hourly	LOCATION	Kissimmee, FL
JOB TYPE	Full-time	JOB NUMBER	02307
DEPARTMENT	Housing & Community Services	DIVISION	Human Services
OPENING DATE	10/17/2024	CLOSING DATE	10/28/2024 11:59 PM Eastern

General Description of Duties

NOTE TO INTERNAL APPLICANTS: INTERNAL CANDIDATES IN THE SAME CLASSIFICATION AND/OR PAY GRADE AS THE POSITION POSTED WILL NOT RECEIVE A PAY ADJUSTMENT IF SELECTED.

Under direction and supervision, this position is responsible for coordinating and performing a variety of administrative and technical functions in accordance with rules and regulations of the Community Development Block Grant Entitlement Program (CDBG), the HOME Investment Partnership Program, and/or the State Housing Initiatives Partnership (SHIP) Program or other various federal and state funded programs.

Essential Job Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the implementation of the Community Development Block Grant Entitlement Program, the HOME Investment Partnership Program, and/or the State Housing Initiatives Partnership Program as needed and directed, including any and all administrative and technical assistance needs of the program.
- Coordinates various program strategies such as Rental Deposit, Emergency Rental Assistance, Mortgage Foreclosure Prevention Assistance, Down Payment Assistance, Owner Occupied Rehabilitation, or other programs as defined in the Local Housing Assistance Plan and/or Annual Action Plan.
- Performs a variety of routine administrative functions, i.e. Data entry, report preparation and processing, documentation review, etc.
- Generates various correspondence, articles, memos, agendas, purchase orders forms, manuals, or other relevant materials appropriate to the assigned program.
- Receives inquiries and concerns by telephone and in person from the general public and business community.
- Attends meetings/conferences/trainings and takes minutes for the dissemination of information as required by manager.
- Utilizes program compliant forms, ads, and policies within internal County procedures to address and document compliance with related federal, state and local requirements affecting grant activities.
- Client file management including, but not limited to basic client screening, income verification, and preparing the client file with program required information.
- Conducts briefing sessions, training, and orientations with program participants including applicants, sub recipients, and vendors.
- Supplies forms and ads when needed for vendors and pre-qualifying contracting firms.
- Reviews price proposals received from contractor on rehabilitation work.

- Explains work write-up evaluation to applicant.
- Advertises Notice to Bidders and conducts Pre-Bid walkthroughs with interested contractors.
- Meets with applicant and contractor to review the bid document and to review the project scope.
- Acts as liaison between contractor and applicant throughout the project.
- Receives and verifies completeness and compliance of invoices, payment authorizations and coordinates through County system for payment.
- Reports to supervisor on case file progress, program compliance, performance measures, home inspections, homebuyer closings, and special needs of applicants.
- Attends home /loan closings to assist clients in the homebuyer process.
- Keeps appointment calendars and schedules appointments.
- Receives and screens calls and responds accordingly or refers to the appropriate party(ies).
- Reports to supervisor on program progress, compliance, and performance measures.
- Assists the public, clients, and vendors with questions, problems, and concerns.
- Performs duties as assigned/necessary which are related, or logical in assignment to position.

Minimum Qualifications

Education: High School diploma or GED;

Experience: Four (4) years of experience in housing programs or community development. A Bachelor's Degree in public administration, political science, business management, or a closely related field may be considered in lieu of experience.

Miscellaneous: Must possess and maintain a valid Florida driver's license.

Knowledge, Skills and Abilities

- Knowledge of pertinent federal, state, and local rules, regulations, ordinances, and other regulatory standards applicable to the work bids;
- Knowledge of land use regulations pursuant to the Osceola County Land Development Code and other applicable County Codes and ordinances;
- Knowledge of building construction methods and materials;
- Knowledge of the building, electrical, plumbing, and land use codes in force and of the Florida Building Code; Principles and practices of office management;
- Ability to access, operate, and maintain various software applications;
- Read, comprehend, and apply laws, rules, and regulations in determining eligibility and assistance;
- Produce required reports for federal and local governmental agencies;
- Make accurate arithmetic computations to obtain precise information for reports and published statistics;
- Make independent decisions to resolve problems or conflicts, and enforce program rules and regulations;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with clients, vendors, other employees, supervisors, departments, officials, and the public;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

PHYSICAL DEMAND REQUIREMENTS:

Physical Demand: Light

- 20 pounds maximum lifting.
- If less lifting involved will require significant walking/standing.
- If mostly sitting is involved will require push/pull on arm or leg controls.
- Expressing or exchanging ideas by spoken word or perceiving sound by ear.
- Good eyesight for production or safety of self and others.
- Physical agility is required in kneeling, bending, stooping, and reaching.
- Required to have clear vision at distances of 20 inches or less.

Agency

Osceola County

Address

1 Courthouse Square, Suite 4200

Kissimmee, Florida, 34741

Website<http://www.osceola.org>**Community Grants Program Specialist I Supplemental Questionnaire*****QUESTION 1****Are you a U.S. Military Veteran?**

- Yes
- No

QUESTION 2*Are you electing to claim Veteran's Preference? (If electing to claim Veteran's Preference, be sure to complete the Veteran's Preference Eligibility Form located on the home page of NeoGov.)**

- Yes
- No

QUESTION 3*Do you possess a High School Diploma or GED?**

- Yes
- No

QUESTION 4*Briefly list and explain your experience performing responsible functions of housing programs or community development programs. (Experience must be demonstrated in the "Work Experience" section of the application.)*****QUESTION 5****Do you possess a valid Driver's License? If yes, what state?***** Required Question**